



Indian Audit & Accounts Departments,
Office of the Director General of Audit,
Environment & Scientific Departments, Kolkata Branch
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CIRCULAR

No. Admn./GO/NGO/Posting /2493

Dated: 12.09.2022

Sub: Rotation Policy of the office-regarding

Enclosed please find a copy of the Head Office letter no.- प्र.नि.ले.प./वै.वि./प्रशा-
II/CC2/Association/8/2010-13/14-15/706 dated 20.11.2017 enclosing there under the
approved rotation policy of Kolkata Branch Office.

Encl: As Above


Sr. Audit Officer (Admn.)

Copy to:-

1. All Sections.
2. All employees
3. Assistant Secretary, Scientific Audit (Category-I) Association, Kolkata
4. Secretary, Scientific Audit (Category-II) Association, Kolkata with reference to their letter
no.- Ref. No.-Correspondence/Cat-II/Director General/2022-23/13-15 dated 12.09.2022
5. Secretary, Scientific Audit (Category-III) Association, Kolkata
6. Notice Board
7. Office Circular Book
8. File No. Admn./AO/RSA/VoL-VII/2021-22

Fax/Speed Post

कार्यालय प्रधान निदेशक लेखापरीक्षा
वैज्ञानिक विभाग,
नई दिल्ली - 110 002

सं. प्र.नि.ले.प./वै.वि./प्रशा.-II/CC2/Association/8/2010-13/14-15/733

दिनांक 5/12/17

सेवा में,

उप निदेशक,
कार्यालय प्रधान निदेशक लेखापरीक्षा
वैज्ञानिक विभाग, कोलकाता शाखा,
2 एम.एस.ओ. भवन, छठा तल, निजाम पैलेस,
234/4 ए.जे.सी. बोस मार्ग
कोलकाता - 700 020

विषय: Rotation of staff of the Kolkata Branch Office.

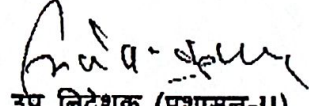
Sir,

With reference to your office letter no. प्रशासन/रा.प./अ.रा.प./पोस्टिंग/1841 दिनांक 13.11.2017 on the subject cited above. PIDA (SD) has approved the corrected rotation policy as proposed .

यह पत्र प्रधान निदेशक महोदय के अनुमोदन से जारी किया जा रहा है।

भवदीय,

Encls: Approved Rotation Policy


उप निदेशक (प्रशासन-II)

Sr. Asst. Admin.
5/12/17

(28)

Rotation Policy of Kolkata Branch of Office of the Principal Director of Audit,
Scientific Department.

1. No AO/SAO should be allowed to remain in the same section/wing for more than five continuous years and shall not be transferred from a particular post before the lapse of a minimum period of two years. They may be rotated between (i)Administration, (ii)Report, (iii)OAD HQ, (iv)Field Audit Party (operated either by OAD or Report) and (v)IT Cell.
2. No Assistant Audit Officer normally remains in any particular Section/Wing for more than five years and shall not be transferred from a particular post before the lapse of a minimum period of two years. They may be rotated between (i)Administration, (ii)Establishment, (iii)Report, (iv)OAD HQ, (v)Field Audit Party (operated either by OAD or Report) and (vi)IT Cell.
3. No clerical staff should be allowed to remain in the same section/wing for more than five continuous years without the specific approval of the PDA and shall not be transferred from a particular post before the lapse of a minimum period of two years. Also a person having worked in a seat or section for the prescribed period should not be posted again to the same seat or section after a short interval. They may be rotated between (i)Administration, (ii)Routine, (iii)GAD/FPA, (iv)Establishment, (v)Report, (vi)OAD HQ, (vii)Field Audit Party (operated either by OAD or Report), (viii)Central Co-ordination and (ix)IT Cell.
4. Any intermittent/occasional assignment of work to other section without formal posting order approved by the competent authority will not be treated as discontinuance of posting.
5. Before six months of superannuation, one should be accommodated either in HQ or in LAP locally.
6. Roster regarding posting/rotation (separately for AOs/Sr.AOs, AAOs and other clerical staff) be maintained by the Administration Section.
7. In the 1st week of March every year, Rosters as mentioned in (6) above be evaluated for posting/rotation of officials which will take effect from 1st working day of April of that year.
8. Any official can be withdrawn from any section at any time if the Group Officer of Kolkata Branch desires so.
9. Posting at any section will be made at the proposal of Intra-office Transfer Posting Board with the approval of the Competent Authority.

J. Janna
Director

O/o the PDA, (S.D),
Kolkata Branch.

Approved.

Manish Kumar

Principal Director of Audit, Scientific
Departments, New Delhi.